

Fleet Assessment Support Tool (FAST) Development

Background: A BOD directive from a recent FTSC Summit was to standardize operations between East and West Coast Fleet Technical Centers.

One initiative to meet this goal has been the development of common assessment processes, assessment procedures, and an assessment support tool (FAST) by FTSCPAC and FTSCCLANT for Technical Assist Visits, C5RA and HM&ERA Assessments.

Take a Two-Pronged Program Approach:

- (1) Build History Log & Record FAST Development
- (2) Build Buy-in and Support using Program Briefings

History Log

The history log will maintain a record of the processes, methodologies, and events used to standardize FTSC operating procedures during the development of common processes, common procedures, and a common support tool for Tech Assist, HM&ERA, & C5RA Assessments.

The history log will contain the following components:

- (1) Background and rationale for standardization of FTSC operations as a driving force for common assessment procedures, processes, and FAST development
- (2) Relationship of current FTSC process standardization efforts to ERP and its enabling effect for transition to NEMAIS
- (3) Documentation of work to identify “as is” Assessment Processes between FTSC LANT and FTSC PAC and agree on a standard approach where there are differences - building the “to be” processes
- (4) Documentation of work to build standard assessment procedures into MRC’s

History Log (continued)

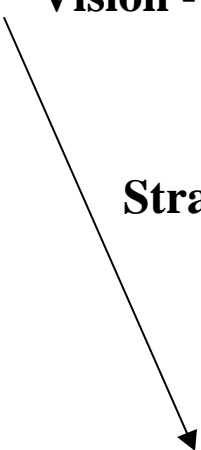
5. Documentation of work to build a common assessment tool - FAST

Recommended element fields for tabulating effort expended for “as is” and “to be” process mapping, building standard assessment procedures, and developing a common assessment tool everyone can use would include the following:

- | | |
|-------------------------------|-------------------------------------|
| 1) Process Map | 2) Requirements |
| 3) POA&M | 4) Version Control Process |
| 5) Data Control | 6) Procedure Development Process |
| 7) Test Plan | 8) NMCI Compliance - IATO |
| 9) Task Force Web | 10) PMS Process Flow |
| 11) Risk Management | 12) Resource Requirements |
| 13) Meetings/Briefings | 14) Stakeholder Questions & Answers |
| 15) Dashboard/Accomplishments | |

Buy In

Successful implementation is predicated by the generation of buy-in among the various Program stakeholders. A series of Program Briefings can be prepared from the History Log speaking specifically to Vision, Strategy, and Status.



Vision - Answers the questions: Why change? What does the change look like? What effect will the change have? What's the benefit? and What has to be done?

Strategy - Lays out the high level Plan of Action for achieving the vision, identifies who is doing what, and identifies critical success factors

Status - Shows major milestones and their accomplishment for executing the strategy

History Log Template

1. Background/Rationale for implementing common procedures, processes, and assessment tool for Technical assist visits, HM&ERA, and C5RA Assessments

2. ERP Relationship - Standardizing Assessments is an enabler for NEMAIS

ERP process: “as is” process mapping → “to be” process identification → requirements identification → data migration → configuration → testing → training development → training → deployment

(This is the same approach being used for FAST development. Coordination with NEMAIS will ensure a rapid and successful ERP implementation)

3) Assessment Process - Build the “as is” process map, identify differences between FTSC West and East; agree on common “to be” processes where there are differences

4) Assessment Procedures - Standardize procedures into MRC’s from existing MRC, technical documents, and other sources through MRC development process

History Log Template

5. Fleet Assessment Support Tool

Process Map	Requirements	Project Plan
Version Control	Data Control	MRC Development
Test Plan	NMCI -IATO	Task Force Web
PMS	Risk Management	Resources
Meetings/Briefs	Stakeholder Q&A	Accomplishments

(The data elements will be populated with existing information to serve as the historical record during FAST development)

POA&M

Action	Due
1. Build History Log Structure	25 Oct
2. Collect Data for FAST Element Fields	18 - 25 Oct
3. Format Data and populate FAST Element fields	25 Oct -1 Nov
4. Submit History Log for review	4 Nov
5. Build Proposed Program Brief	1 Nov
6. Submit Program Brief for Review	4 Nov